

COOK I (3054)
COOK II (1797)

I. NATURE OF WORK:

Cook I/II is entry (I) and intermediate (II) level work in food preparation. The work may involve supervising lower level employees engaged in food production.

Employees receive moderate supervision from a Chef or other designated staff member of the food service program. Employees may be required to be present for duty on weekends and holidays, may be assigned to any one of two shifts and may be called to duty during off hours in order to maintain proper coverage. Work performed in the central kitchen may require employees to work in areas of extreme heat or cold. The work takes place in various hospitals, residential or correctional institutions located throughout the State.

Position allocation in this series is based on the classification job evaluation methodology. Cook I and Cook II is an interchangeable class grouping wherein, as a matter of compensation policy and practice, workers doing the job receive level increases based upon (1) time on the job and (2) satisfactory work performance, in addition to grade step increases on the same basis.

II. EXAMPLES OF WORK: (Examples are illustrative only)

Cooks, fries, bakes and prepares vegetables, salads, meats, beverages and other foods;

Operates kitchen equipment and appliances, such as mixers, cookers, ovens, stoves, toasters, coffee urns, microwaves and related equipment;

Cleans utensils and work area and maintains sanitary conditions;

May supervise and train Dietary Workers or Food Service Assistants in the techniques of cooking;

Protects equipment, utensils, food and other items of inventory from contamination, spoilage and pilferage;

Keeps records of supplies used and number of persons served;

Performs other related duties.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of methods of food preparation.

Knowledge of the operation and care of institutional kitchen equipment, appliances and implements.

Knowledge of proper storage, preparation and serving of food.

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Knowledge of the cleaning and care of necessary utensils and equipment.
Ability to prepare food and cook.
Ability to perform arithmetic computations.
Ability to follow menus and recipes.
Ability to operate food equipment, appliances and utensils.
Ability to measure by weight and by volume.
Ability to follow production schedules and maintain records and reports.
Ability to instruct and supervise workers engaged in food preparation.

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: Completion of the sixth grade.

Experience: Two (I), three (II) years of experience in the preparation of food in a public or governmental establishment, such as a restaurant, hospital or comparable institution in work involving the cooking of meats and vegetables and the preparation of salads and beverages.

Note: A degree from an accredited vocational/technical high school with a major in food service or a related field may be substituted for up to two years of required experience.

Date Revised: August 17, 1989

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position. Specifications reviewed and amended for ADA compliance _____.

APPROVED: _____
Assistant Secretary
Compensation and Employee Selection

Retyped Replica 4/25/2002